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## **UTILITY VEHICLE POLICY**

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**Effective Date:** May 5, 2026

**Revised Date:**

**Responsible Office:** Safety & Risk Management

**Division:** Operations

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### **I. PURPOSE/OBJECTIVE**

This policy establishes comprehensive guidelines for the safe operation of utility vehicles on the campus of Grambling State University (GSU). Its purpose is to safeguard the health and welfare of operators, pedestrians, and the campus community, while protecting university property and ensuring responsible utility vehicle use.

### **II. STATEMENT OF POLICY**

- A. GSU is committed to maintaining a safe and responsible campus environment. This policy governs the use of utility vehicles on University property and establishes mandatory guidelines to ensure the safety of operators, pedestrians, and University assets.
- B. Utility vehicles—including but not limited to golf carts, gators, club cars, and similar motorized equipment—are critical to campus operations and must be operated in a safe, lawful, and respectful manner at all times.
- C. All individuals operating such vehicles must be trained, authorized, and in compliance with this policy and all applicable state laws.
- D. Departments, supervisors, and individual operators share in the responsibility of enforcing this policy.
- E. Any misuse, negligence, or non-compliance may result in disciplinary action, including the suspension or revocation of utility vehicle operating privileges. It is the duty of all operators and department heads to promote a culture of safety and accountability in the use of University utility vehicles.

### **III. DEFINITIONS**

- A. **Golf Carts** – Low-speed motor vehicles designed and manufactured primarily for the transport of persons and equipment on golf courses, and not originally manufactured for operation on public highways, except as permitted by Louisiana law, statute and local ordinance.
- B. **Gators** – Utility task vehicles (UTVs), commonly known by the trade name “Gator,” that are motorized off-road vehicles designed for work-related tasks, including the transportation of personnel, tools, and materials. UTVs typically feature a cargo bed, side-by-side seating, and steering wheel operation.

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- C. **Club Cars** – Motorized vehicles manufactured by Club Car, Inc. that may be configured as golf carts or utility vehicles. For policy purposes, Club Cars are classified according to their design and intended function, consistent with applicable Louisiana law governing golf carts or utility vehicles.
  - D. **All-Terrain Vehicles (ATVs)** – Motorized off-road vehicles, as defined by Louisiana law, designed to travel on four or more low-pressure tires, with a seat designed to be straddled by the operator and handlebars for steering, intended for use on uneven or unpaved terrain.

#### **IV. APPLICABILITY**

This policy applies to all individuals operating utility vehicles on University property (Main or West Campus), including but not limited to:

- Employees
- Student Workers
- Volunteers
- Contractors
- Vendors
- Authorized agents

All operators must adhere to this policy regardless of vehicle ownership (University-owned, leased, or otherwise authorized).

#### **V. OPERATOR REQUIREMENTS**

All operators must:

1. Adhere to all applicable Louisiana motor vehicle laws
2. Student workers are required to complete Utility Vehicle Safety Training annually and sign an acknowledgment of understanding.
3. All university employees who operate utility vehicles must complete the same training every three years and maintain a current acknowledgment on file in the department of Safety & Risk.

#### **VI. ROLES AND RESPONSIBILITIES**

##### **A. Vice Presidents, Deans, Directors, and Department Heads**

1. Ensure departmental compliance with this policy

##### **B. Supervisors**

1. Verify operator eligibility and training completion
2. Monitor utility vehicle use and condition
3. Enforce manufacturer safety guidelines

4. Clearly label utility vehicles with load limits
5. Administer corrective actions for violations

**C. Employees and Students Workers**

1. Operate vehicles in accordance with this policy
2. Secure and safeguard vehicles when in use
3. Notify supervisors of license suspensions
4. Obtain approval before operating vehicles from other departments
5. Report maintenance concerns to the department head

**D. Office of Safety and Risk Management**

1. Administer and document annual safety training
2. Assist with enforcement of safety protocols

**VII. SAFETY PROCEDURES**

**A. Daily Inspection Checklist**

Before each use, the operator must inspect the vehicle for:

- Tire pressure
- Fluid levels and visible leaks
- Loose or damaged components
- Brake functionality
- Operational lights, mirrors, horn, and reverse alarm (if applicable)
- Proper safety markings (e.g., SMV emblem)
- Seatbelt condition (if applicable)
- Flashing hazard lights (if applicable)

Report any defects immediately to department head. Unsafe vehicles must be removed from service until repaired.

**B. General Safety Rules**

- Seat belts must be worn when available
- Lights must be used between dusk and dawn
- Do not modify utility vehicles

**C. Cargo Transport**

- Do not exceed manufacturer load limits
- Secure all cargo to prevent movement

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- Flag loads extending more than three feet beyond the rear with red/orange materials

## **VIII. OPERATIONAL GUIDELINES**

**1. Authorized Operators** – Only trained and approved personnel and student works may operate utility vehicles.

### **2. Speed and Roadway Conduct**

- a) Drive cautiously in inclement weather or congested areas
- b) Observe all traffic signs and signals
- c) Yield to pedestrians at all times
- d) Cross roadways only at marked pedestrian crossings

### **3. Pedestrian Safety**

- a) Operate utility vehicles respectfully in shared spaces
- b) Never pressure pedestrians to move
- c) Stop or reduce speed in high-traffic pedestrian zones

### **4. Parking Regulations**

- a) Do not block building entrances, fire lanes, ramps, or walkways
- b) Parking under breezeways or overhangs is prohibited

### **5. Safe Driving Practices**

- a) Keep hands, arms, and legs inside the vehicle
- b) No riding on the fenders, bumpers, or unauthorized areas
- c) Do not exceed the number of designated passenger seats
- d) Remain seated while vehicle is moving
- e) Use brakes to control downhill movement
- f) Never leave the vehicle running and unattended

### **6. Securing the Vehicle**

- a) Turn off the ignition
- b) Engage the parking brake
- c) Remove the key from the ignition after use. Keys must not be left on or stored with the utility vehicle.
- d) Do not park gas-powered utility vehicles inside state buildings or enclosed structures.

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**7. Prohibited Activities**

- a) Unauthorized personal use
- b) Carrying more passengers than designed seating
- c) Modifying vehicles without approval
- d) Operating vehicles outside approved areas or purposes

**IX. ENFORCEMENT**

- 1. All operators and supervisors of operators must review this policy annually
- 2. Violations must be reported to the Office of Safety and Risk Management
- 3. Supervisors will be notified of any operator misconduct
- 4. Unsafe vehicle use may result in revocation of operating privileges
- 5. Employees are subject to University disciplinary procedures
- 6. Contractors and vendors are subject to enforcement through their service agreements

**X. ACCREDITATION**

Grambling State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctorate degrees. GSU also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of GSU may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org))

**XI. REVISION/REVIEWED**